

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: July 20, 2005

Division: Management Services

Bulk Item: Yes X No

Department: Administrative Services/Risk Management

AGENDA ITEM WORDING: Approval to retain Adjusters International in assessing and handling claims due to a hurricane or other natural disaster. Adjusters International will provide the County with services designed to help maximize FEMA funding, expedite the process, and retain funds during project closeout and audit.

ITEM BACKGROUND: This firm assisted Monroe County in assessing damages and handling claims during Hurricane Georges. They were very proficient in performing their task in a timely and beneficial manner for Monroe County.

PREVIOUS REVELANT BOCC ACTION: BOCC approval for a limited retainer at a cost of \$100.00 should there services be needed.

CONTRACT/AGREEMENT CHANGES: NONE

STAFF RECOMMENDATIONS: Approval.

TOTAL COST: SEE ATTACHED RATE SCHEDULE **BUDGETED:** Yes X No

COST TO COUNTY: SEE ATTACHED RATE SCHEDULE

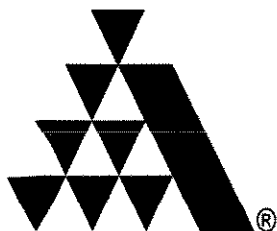
REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL: Sheila A. Barker
SHEILA A. BARKER

DOCUMENTATION: Included X To Follow Not Required

DISPOSITION: **AGENDA ITEM #**



June 22, 2004

Sal Zappulla
Budget Director
Monroe County Florida
Gato Building
1100 Simonton Street
Key West, FL 33040

Subject: Proposal for FEMA Grant Management Services (On Call)

Dear Mr. Zappulla:

Thank you for allowing Adjusters International's Disaster Recovery Division (AI) to submit this proposal for FEMA Grant Management Services (On Call) to Monroe County (County).

This proposal document, dated June 22, 2004, when executed by both Monroe County and Adjusters International's Disaster Recovery Services (DRS), will serve as a retainer agreement for a period of three years.

In the event, during the three year period, Monroe County has a declared disaster, if the County at it's sole and unfettered discretion, decides to pursue grants under FEMA's Public Assistance Program, DRS can be activated subject to the terms of this agreement, to perform some or all of the following tasks:

Approach and Scope of Work

AI will provide the County with services designed to help maximize FEMA funding, expedite the process, and retain funds during project closeout and audit. The following bullets present the services that are available under this engagement.

Grant Management Tasks:

- Provide general grant management advice
- Assist in the development of a disaster-recovery team

- Assist in the development of a comprehensive recovery strategy
- Provide advice to disaster-recovery team as appropriate and participate in meetings
- Prepare draft correspondence to State and FEMA as necessary

Eligibility Tasks:

- Review eligibility issues, and work with the County to develop justifications for presentation to FEMA and the State
- Attend meetings with the County, State and FEMA to negotiate individual Project Worksheets as needed
- Assist County departments with compiling and summarizing Category A and B costs for presentation to FEMA and the State
- Assist the County to prepare Project Worksheets for small and large projects based upon information provided by the departments
- Provide oversight to departments having difficulty with their claims
- Assist in determining if any eligible damages have not been quantified and presented to inspectors/Project Officers
- Work with the County to resolve disputes that may arise
- Address issues related to inter-agency funding conflicts
- If the County disagrees with FEMA determinations, assist to strategize and write appeals.
- When the County has completed all projects and drawn down reimbursement for all eligible costs, assist with finalizing preparations for State/FEMA final inspections and audits, and participate in exit conferences with State/FEMA.

Allowability Tasks:

- Assist County in developing approach to filing and tracking costs
- Review contracts and purchasing documentation
- Review documentation prepared to date by departments
- Assist in capturing and summarizing eligible costs for selected departments

Engagement Management Tasks:

- Prepare program management plan
- Prepare *Flash Reports*
- Attend status meetings
- Prepare invoices and supporting documentation

Because of the nature of federal funding, AI can make no guarantees concerning the amount of funding the County will receive from FEMA.

Staffing

Jeff Shaw, Director of AI's Disaster Recovery Division will serve as engagement leader and perform the tasks outlined above. Other AI consulting staff will provide support as required. Ronald Cuccaro, President and CEO of Adjusters International will provide oversight.

Compensation and Schedule

In addition to a one-time retainer fee in the amount of \$100, to be paid upon execution of this agreement; AI proposes to perform all engagements on a time and expense basis.

AI's compensation will be a function of the level of effort provided to the County, and based on tasks requested. The following table presents AI rates by engagement team member or position.

Discounted Professional Fees	
	Discounted Hourly Rate
Ronald Cuccaro (CEO)	\$325
Jeff Shaw (Director)	\$295
Senior Consultant	\$235
Consultant	\$175
Administrative	\$95
Overhead Recovery	5%

Expenses will be billed to the County at AI's cost. Expense reimbursement will include airfare, transportation, lodging, meals and incidentals. AI will make every effort to keep expenses to a minimum. We encourage the County to assist us with this by any means available. In the event other area applicant's choose to engage AI, expenses will be shared by each organization in proportion to the hours worked on their engagement.

AI will provide progress reports ("Flash Reports") to the County as appropriate. These reports will serve as the support for bi-weekly progress invoicing.

As this is a time and expense engagement, the County has the ability to decide if and when to activate DRS, and which tasks they will assist with.

County Responsibilities

To assist us in completing the various work tasks described, if activated, the County may need to assemble and provide the following information and resources:

- A central contact person
- A County organization chart, together with a list of names, roles, and phone numbers of personnel involved in FEMA grant management/insurance claim(s)
- Access to all relevant disaster-related files
- Access to knowledgeable individuals who can answer questions and assist in obtaining additional information, including engineering staff, finance, accounting staff, and grant management staff
- Available written explanations of how the County calculates its fringe benefit and indirect cost rate
- Sample cost summaries
- Written grant management guidelines and other correspondence from the State or FEMA
- A work area, such as a conference room, including access to phone, fax, and copier

Thank you again for this opportunity to assist the County. If you have any questions or concerns, please contact me at 800-382-2468 or 410-279-4877.

Very truly yours,

ADJUSTERS
INTERNATIONAL
Disaster Recovery Services

Jeff Shaw
Director

AGREED TO AND APPROVED BY
Monroe County Florida

BY (NAME): _____

SIGNATURE: _____

TITLE: _____

DATE: _____